

*Govt. of the Peoples Republic Of Bangladesh*  
*Office of the Upazilla Accounts Officer*  
*Belabo, Narsingdi.*

## Annual Procurement Plan for 2023-2024

**Ministry/Division: Upazilla Accounts Office, Belabo, Narsingdi.**

No	Description of Procurement Package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est. Cost (000)	Invite/Advance Tender Quotation	Tender Quotation Opening	Tender Quotation Evaluation	Notification of Award	Winging of Contract/ Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Go1	Cleaning and washing items	Harpic, Washing Powder, Soap, Daster-towel, mop, brush & one sweeper	As per Require	DPM	UAO	GOB	40,000/- (With 01 sweeper wage)	--	--	--	01-07-2023 to 30-06-2024	Direct purchase on Time to time
Go2	Training	In house training	06 times	Online & Actual present	UAO	GOB	60,000/-	--	--	--	-Do-	01 time in every months
Go3	Computer Consumables etc.	Various Computer Accessories with Printer toner/cartridge	As per demand	DPM/RFQ	UAO	GOB	80,000/-	30-04-2024 (Subject to receipt of Budget)	DPM/RFQ	07-05-2024	15-05-2024	20-06-2024 As per Require (when demand)
Go4	Other Stationery	Various stationery item like as Paper, pen, register, file, Board, ledger etc.	As per Require	DPM	UAO	GOB	1,00,000/-	--	--	--	01-07-2023 to 30-06-2024	As per Require with daily needs
Go5	Uniform	As per Ministry of Public Administration GO	Shirt, Pant, Shoe & Etc.	DPM	UAO	GOB	15,000/-	--	--	--	-Do-	31-12-2023
Go6	Furniture Repair	Existing Furniture for UAO office	As per Require	DPM/RFQ	UAO	GOB	50,000/-	--	--	--	-Do-	As per Require (when demand)
Go7	Computer and accessories	Desktop, Printer, Scanner etc.	01+02+01	DPM/RFQ	UAO	GOB	1,40,000/-	30-04-2024 (Subject to receipt of Budget)	DPM/RFQ	07-05-2024	15-05-2024	20-06-2024 (Subject to receipt of Budget)
Go8	Office Equipment	Air Conditioning system placing to UAO's office room & Other Office Equipment	01+ Others	DPM/RFQ	UAO	GOB	1,00,000/-	30-04-2024 (Subject to receipt of Budget)	DPM/RFQ	07-05-2024	15-05-2024	20-06-2024 (Subject to receipt of Budget)
Go9	Furniture	Steel Almirah, File Rack, Steel Rack, Book self, Armchair etc.	01+01+01+ etc.	DPM/RFQ	UAO	GOB	1,00,000/-	30-04-2024 (Subject to receipt of Budget)	DPM/RFQ	07-05-2024	15-05-2024	20-06-2024 (Subject to receipt of Budget)

*(Signature)*  
20/09/2023

(Md. Sohel Miah)  
Upazilla Accounts Officer  
Belabo, Narsingdi.  
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